To: Superintendent/President
From: Representative Council
Subject: Recommendation or memorandum (Use attachments if necessary.)

Attached are motions approved by the Representative Council relative to the proposed Sabbatical Leave Policy.

Attached is the proposed sabbatical leave policy as recommended by Representative Council.

22 October 1980
Signature of Senate President

Date

3 copies to Superintendent/President
1 copy to Academic Senate files
1 copy to Personnel

Action of Superintendent/President: (Requested receipt)

× Forwarded to Board of Trustees
   Accepted as college policy
   Acknowledged
   Referred back to Representative Council
   Disapproved

Comments: (Use attachments if necessary.)

The proposed revised Sabbatical Leave Policy will be reviewed by the Board of Trustees Subcommittee on Educational Policies prior to forwarding to the entire Board of Trustees for action.

10-27-80
Date

/s/ David Mertes
Signature of Superintendent/President

ENG. #1
2.1-b(1)
11-13-80

12-74
1. At its meeting of September 29, the Representative Council approved the following motion:

   Section a. Purpose of Sabbatical Leave Program

   "To delete the words "that it needs" from the paragraph.

2. At its meeting of October 6, 1980, the Representative Council approved the following motion:

   Section n. District Support

   "To delete the second paragraph of Section n of the proposed sabbatical leave policy."

3. At its meeting of October 13, 1980, the Representative Council approved the following motion:

   Section g. Criteria for Selection

   "To replace the words "when necessary" to read as follows:

   "If funds allocated by Section n are not sufficient ..."

   Section i., Replacement, paragraph 2.

   "To accept Dr. Mertes substitute paragraph as follows:

   "If replacements cannot be made on an hourly basis, consideration will be given to replacement on a sabbatical leave substitute contract."
SABBATICAL LEAVE POLICY

(Proposed)

2022.11 Sabbatical Leaves

a. Purpose of Leave

THE COLLEGE TEACHERS SHOULD BE CONTINUOUSLY INCREASING WIE KNOWLEDGE AND KEEPING ABRUST OF DEVELOPMENTS IN HIS FIELD. SABBATICAL LEAVES ARE AMONG THE MEANS BY WHICH THIS MAY BE ACCOMPLISHED. THEY HELP ASSURE THAT THE COLLEGE WILL HAVE A KIND OF FACULTY THAT IT NEEDS.

Sabbatical leaves are an indispensable means of enhancing instruction quality and professional development. All faculty members should be entitled to this means of professional growth.

a. Purpose of Sabbatical Leave Program

Sabbatical leaves are granted by the Board of Trustees in order to insure that the College will maintain the quality of faculty and educational programs available to students that it needs. Every sabbatical activity should have as its basic element programs that will improve the instructional, counseling, or other educational activity of the college. The sabbatical is a primary means by which the vital faculty member increases his or her knowledge and keeps abreast of developments in his or her field. Because the sabbatical leave enhances instructional expertise and professional development and because it serves to revitalize college programs, it is an academic tradition that should be maintained.

d. b. Distribution

All departments of the college shall be given equal consideration in determining distribution of sabbatical leaves. Leaves shall be so balanced among the faculty as to preserve departmental continuity.

c. Term of Leave

A SABBATICAL LEAVE MUST BE FOR ONE YEAR OR FOR ONE SEMESTER. A SEMESTER SABBATICAL LEAVE MAY BE TAKEN FOR SEMESTER SEVENTEEN THAN FOR A CONTINUOUS SEMESTER PERIOD, PROVIDED THAT THE LEAVE OF ABSENCE FOR BOTH OF THE SEMESTER SEVENTEENTHS SHALL BE CONTINGENT UPON A SEMESTER PERIOD. An applicant who desires to take a part-time sabbatical in sabbate time shall make an application for each portion of the leave. In both cases, the applicant will complete with other faculty members applying for sabbatical. Each application will be judged according to its merit.
c. **Term of Leave**

A sabbatical leave may be for one year (two consecutive semesters) or for one semester. If the two consecutive semesters fall within two fiscal years (that is, if the sabbatical is taken in the spring and fall of the same calendar year), the leave may be approved in concept, but funding approval shall be for only one fiscal year. The portion of the sabbatical which falls within the next fiscal year shall be considered for funding during that fiscal cycle.

A one-year sabbatical leave may be taken for nonconsecutive semesters rather than for a continuous one-year period provided that the leave of absence for both of the nonconsecutive semesters shall be commenced and completed within a three-year period. An applicant who elects to take a year's sabbatical leave in nonconsecutive semesters must make an application for each portion of the leave. In both cases, the applicant shall compete with other faculty members applying for sabbaticals. Each application shall be judged according to its merit.

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**Compensation**

Faculty members granted sabbatical leaves for a period of the academic year shall be paid seventy-five (75) percent of their normal salaries for the academic year period in which the sabbatical leaves are taken. Those granted sabbatical leaves for one semester shall receive 75% of their salaries for that semester.

Faculty members granted sabbatical leaves shall receive, when sabbatical leave-of-absence salaries are computed, such changes in salary ratings as would have been received had the members remained in active service. Members on leave shall advance normally on the salary schedule when on sabbatical leave.

Faculty members on sabbatical leaves shall be paid at the same intervals as they would for normal service. Special arrangements shall normally be made only for those members who are out of the continental limits of the United States. If the employee wishes to receive compensation while on leave, the Board of Trustees shall require a written agreement indemnifying the Board of Trustees against loss in the event that the faculty employee fails to render at least two (2) years of service in the employ of the District following his departure from the Sabbatical Leave (1) the one (1) semester sabbaticals for each semester of sabbatical leave. The agreement shall be for a sum equal to the amount of salary to be paid the member on leave.

If an individual receives taxable compensation for the activity described in his or her sabbatical leave proposal, the sabbatical funding shall be decreased by that amount of income which raises the gross total taxable compensation above the level of the faculty member's regular full-time service compensation. If a grant replaces the salary, even though it may not be taxable, then such money shall be deducted from the amount of sabbatical pay.
Eligibility

Faculty members having six (6) full, consecutive years of contractual service at Santa Barbara City College, or fractions of years of contractual continuous service which total six (6) full years, shall be eligible for sabbatical leave. Faculty employment shall include that period when the College was part of Santa Barbara High School District as well as that under the present Santa Barbara Community College District. Up to a maximum of two years of service in an administrative position may be counted toward the six years of contractual service required. A leave of absence does not count as a break in service in calculating sabbatical leave time; nor does it accrue toward a sabbatical.

Application for Leave

The application for sabbatical leave shall be accepted for the following academic year during the month of September. Application for sabbatical leave shall be directed to the Sabbatical Leave Committee or to the President of the Academic Senate before the end of the sixth week of the fall semester. Should an application be denied for lack of a suitable plan, the applicant shall be given an opportunity to improve his or her plan and to resubmit his or her application within a period of two weeks from the date of notification that his or her plan is not acceptable. Although a sabbatical should have a purpose, it need not always be tightly structured. Teaching, study, and travel are primary sources of enrichment for the teacher and hence his student. All applications should be directed to the Professional Standards and Leave Committee.

Criteria for Selection

The primary criterion for granting a sabbatical leave shall be its benefit to the professional development of the faculty member and to the College educational programs of the College through the professional development of the faculty member. Special consideration will be given to those faculty members applying for a sabbatical leave in order to retrain.

If funds allocated by Section n are not sufficient, the Professional Standards and Leave Committee Sabbatical Leave Committee shall rank all applicants according to the following four categories. The categories are listed in order of importance.

Proposals submitted to the committee must follow this outline.

1. Direct benefit to Santa Barbara City College

(a) Development of new course, skills, aids or programs.

(b) Production of a textbook.
(c) Collection of materials or specimens.

(d) Other.

2. Relationship to long-range needs of the college and the department

After consultation with the department and the appropriate administrator, the applicant shall attach to the application a statement indicating compatibility with future institutional and departmental needs.

3. Direct benefit to the individual's professional development

(a) Obtainment of additional knowledge in areas of special interest or in the field of general education.

(b) Completion of requirements for a degree or credential.

(c) Realization of personal growth and development, and/or creative efforts.

(d) Reinvestment of efforts.

(d) Other

4. Factors (professional or personal) indicating urgency for sabbatical leave in the coming year rather than another time.

5. Other Considerations

Because the committee will be attempting to answer the following questions in selecting feasible proposals, the inclusion of helpful information—not simply yes or no answers—in addition to Sections 1, 2, 3, and 4 above, should be included:

(a) Is the requested length of leave appropriate to the scope of the proposal?

(b) Has the applicant carefully and thoroughly calculated the expenses of his or her sabbatical leave project, inclusive of travel and daily living costs, with attention to how they are to be met? Is the project financially feasible?

(c) Should the proposal be a part of the faculty member's ongoing responsibility, therefore not requiring a leave?

(d) Is the applicant professionally qualified for the proposed program?

(e) Does the applicant have access to the necessary materials and facilities?
(f) Did the applicant's prior sabbatical satisfy its stated purpose? Attach a copy of the last sabbatical leave report.

(g) Can departmental continuity be assured if this sabbatical is granted?

(h) Will the applicant earn an income in addition to receiving sabbatical pay? If yes, please explain.

K. Notification

Action shall be taken on sabbatical leave applications by the members of the Professional Standards and Sabbatical Leave Committee, the Representative Council, the Superintendent/President, and the Board of Trustees by December 15 each year. Final approval shall be contingent upon fiscal conditions. A decision shall be made as soon as possible, but no later than the end of the Spring semester prior to the academic year when the sabbatical leave is to be taken.

I. 1. Replacement

Replacement for faculty members on sabbatical leave shall be obtained in one or more of the following ways: [listed in order of priority]. The mode of replacement shall be decided upon before the end of the semester which precedes the sabbatical leave.

1. Part-time hourly replacements

1. (a) Internally, by colleagues teaching an additional course for hourly pay. No teacher shall teach more than one such additional course per semester. This instruction shall be on a voluntary basis only.

2. (b) Externally, hiring replacement on an hourly basis.

2. Externally/Hiring Replacement on Contract

If replacements cannot be made on an hourly basis, consideration will be given to replacement of a sabbatical leave substitute contract.
f. j. Interruption of or Failure to Complete Leave Program

Interruption of the program of study or research caused by serious accident or illness during a sabbatical leave, evidence of which is satisfactory to the Superintendent/President, shall not prejudice an employee regarding the fulfillment of conditions concerning study or research on which the sabbatical leave was granted nor affect the amount of compensation to be paid.

In the event of a long term illness an employee may submit a request to the Superintendent/President to have his/her status changed from sabbatical leave to sick leave as defined in district policy section 2022.5.

However, failure to fulfill the agreed-upon and approved program, in the absence of such extenuating circumstances as serious accident or illness, may result in action by the District requiring repayment of the sabbatical salary, in part or in full.

k. Changes of Proposal

Since sabbatical leave applications are carefully screened and evaluated before approval, it is expected that a faculty member shall fulfill his or her sabbatical project as proposed. If extenuating circumstances should necessitate a change, however, the faculty member is expected to resubmit a proposal in the form of the original for that portion of the project to be revised. The revised proposal must clearly show that the change is commensurable to the original, and a clear explanation of the conditions necessitating the change must be included. This revised proposal must be received by the Sabbatical Leave Committee at least one (1) month before the beginning of the semester for which the revision is requested. Proposed revisions submitted during the summer should be presented to the President of the Academic Senate, or designee, for consideration by the summer Representative Council.

l. 1. Return to Service

At the expiration of the sabbatical leave, the faculty member shall, unless he otherwise agrees in writing prior to the beginning of his leave, be reinstated in a position equivalent in duties to that held by him at the time of granting of the leave. The employee is obligated to render at least one (1) year of service to the Santa Barbara Community College District following his return from sabbatical leave for each semester of sabbatical leave.
II. REPORT ON SABBATICAL

Upon returning from leave, and within four months after resumption of duties, the faculty member shall submit a preliminary copy of the sabbatical leave report to the Sabbatical Leave Committee for review and approval. Upon approval by the Committee the report shall be returned to the faculty member to make two final copies to be submitted to the Academic Senate secretary. The secretary shall forward one copy to the Superintendent/President for circulation to the Board of Trustees. This copy shall eventually be placed in the Academic Senate files. The second copy shall be filed in the library.

The report should be composed after the following format: Part I, a copy of the original project proposal; Part II, a substantive, detailed description of the achievement of all pertinent areas from Sections 1 and 2 of Criteria for Selection; Part III, tangible items resulting from the project (books, articles, creative endeavors, transcripts of grades, degrees, photographs, specimens, and/or other relevant materials.)

The Sabbatical Leave Committee has the responsibility to reject a sabbatical report that is not satisfactory. A report may be returned to the faculty member for amplification and/or completion. The corrected report shall be returned within two weeks to the Committee for review and approval.

If the revised report is judged unsatisfactory, the Committee shall forward to the Superintendent/President the report with a written statement detailing why the report is unsatisfactory. The Committee shall also notify the Superintendent/President of the failure of an employee to submit a sabbatical leave report. The Superintendent/President may then take appropriate action as stated in Section j. Interruption of or Failure to Complete Leave Program.

III. DISTRICT SUPPORT

Funds are allocated for faculty sabbatical leaves based upon the application of a factor of .0127 to the total estimated salary expenditure for the prior year of salary accounts for: contract teachers (including those on sabbatical leave), sabbatical
leave replacements, counselors, and librarians in both credit and non-credit programs. The estimated salary expenditure is computed by comparing the actual expenditure for the above applicable salary accounts to the revised budget appropriation for the second preceding year, multiplying the revised percentage times the preceding year's budgeted applicable salary appropriation, plus or minus any applicable salary adjustments.

If the allocation of funds for sabbatical leaves exceeds the required expenditure, the difference shall be accumulated year to year to an amount not to exceed 2% of the current year's budgeted applicable salary accounts. For any given year, the total amount allocated for sabbatical leaves shall be the sum of the current allocation and the accumulated amount.